

TRANSMITTAL # 1

MEMORANDUM

March 19, 2001

TO: Workforce Development Council

FROM: Roger B. Madsen, Director

SUBJECT: Modifications to Local Workforce Investment Plans

ACTION REQUESTED: Recommendation regarding process for approval of modifications to PY2000-2004 local WIA Plans

BACKGROUND:

As you know, Idaho implemented the Workforce Investment Act (WIA) on July 1, 2000. Funds under the WIA are provided by the federal government to the Governor of each state in a block grant, 85% of which is passed on by formula to local workforce investment areas within the state to provide workforce investment services to eligible individuals. In order for local areas to receive and expend funds under this Act, local Idaho Works Boards and Local Elected Officials must jointly develop a five-year strategic plan that describes local conditions in the region, goals for addressing local workforce investment needs, the local One Stop system, target populations and service strategies for meeting established goals, and local mechanisms for ensuring compliance with applicable laws and regulations. These plans must then be approved by the Governor, based on recommendation from this Council.

Local WIA plans may be modified as conditions and circumstances in the local area dictate. Procedures governing these modifications are left to the discretion of the Governor of each state. Staff propose the attached policy to guide the modification process.

Contact: Primary Laura Gleason (208) 334-6299
 Secondary Cheryl Brush (208) 334-6303

Attachment

MODIFICATIONS TO LOCAL WIA PLANS

Local WIA plans may be modified through (A) major modifications or (B) minor modifications.

MAJOR MODIFICATIONS

Situations in which **major modifications** are required by the Governor include:

- ❑ Increase or decrease of 20% in number of participants served in a program year; or
- ❑ Changes of greater than 20% in the financing available to support WIA Title I and partner-provided WIA services (other than the incorporation of funds carried forward from the prior year into the current budget); or
- ❑ Redesignation of a workforce investment area, grantee, or administrative entity; or
- ❑ Changes to the local board structure; or
- ❑ Any other substantial deviation from the existing plan (i.e., redesignation of One Stop Centers, change in service providers, major program design changes).

Two copies of major modifications will be submitted to the Workforce Systems Bureau at the Idaho Department of Labor. The submission must include:

1. A cover letter outlining:
 - a) The reason for the modification.
 - b) The effective date.
 - c) A brief description of the modified sections.
2. Any affected pages from the original plan.
3. A dated and signed signature page indicating joint submission and approval by the WIB Chair and the Local Elected Officials.

Proposed major modifications to local WIA plans must be available for public review for at least 30 days, beginning 45 days prior to submission to the State. Availability of the modification shall be announced through a public notice in a prominent newspaper in the Workforce Investment Area and comments received during this review process shall be considered prior to submission of the modification to the State.

The modification shall be forwarded to the State for review and approval no later than 45 days prior to the proposed effective date. State staff will review these modifications for compliance with federal law and regulations and state policy and act upon them within 30 days of receipt.

MINOR MODIFICATIONS

A **minor modification** shall be made for the following reasons:

- ❑ An increase or decrease of less than 20% of the number of participants served in a program year; or
- ❑ To incorporate previous year carry-in funds into the current program year budget; or
- ❑ To reflect other increases or decreases of less than 20% in the financing available to support WIA Title I and partner-provided WIA services; or
- ❑ A need to revise strategies to meet performance goals; or
- ❑ Other programmatic changes that do not meet major modification criteria (e.g., the addition of or modification to local skill attainment systems, addition of needs-based payments, changes in barrier groups).

Two copies of the minor modification will be submitted to the Workforce Systems Bureau. Modifications will be submitted no later than 30 days prior to the effective date, unless the local area can demonstrate a participant-related need to implement the modification prior to the 30 days.

Minor modifications must contain:

1. A cover letter, signed by the individual authorized by local policy, identifying:
 - a) The effective date.
 - b) A brief description of the change.
2. Revised pages of the original plan.

Minor modifications will be reviewed by state WIA staff for compliance with federal law and regulations and state policy. Minor modifications will be acted upon by state staff within 15 days of receipt.

A complete copy of the plan, incorporating all minor modifications, will be made available to the Workforce Systems Bureau on an annual basis in accordance with timelines established by the State.